

**Regarding Double-checking the Number of Credits Earned
in the Final Semester Before Graduation**

The PEAK/GPEAK Section accepts requests for reconfirmation of the number of credits earned up to that time in the final semester before graduation.

Students who wish to double check their credits should send an email to the PEAK/GPEAK Section indicating that they wish to request a double check. We will send you back the designated form to check the number of credits, so please use it to check the number of credits by yourself first. Then, please send the result of self-checked form to PEAK/GPEAK Section and we will double-check it.

[Notes.]

- Please allow one week (5 business days) for confirmation from the PEAK/GPEAK Section. Please understand that it takes time for PEAK/GPEAK Section to complete the checks since the beginning of the semester is a busy season and requests are processed in the order in which we receive them. We cannot accept urgent requests, such as requests to finish double-checking within the course registration period.

- What we can confirm and tell you is that the number of credits earned matches what the student has verified and what the PEAK/GPEAK Section has verified. (We do not check the number of credits expected to be earned for courses not yet taken or for courses for which students are currently registered.)

- We cannot answer questions such as how many more credits you need , which courses you should take, or which category of courses you should take in order to fulfill graduation requirements. We are also unable to answer questions related to whether you will graduate, such as whether you have met graduation requirements.

• Students are strictly responsible for checking the number of credits and registering for courses on their own.

September 2023

PEAK/GPEAK Section